CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW628			
Classification Specification: ACCOUNTING TECHNICIAN			
Salary Range: AF 25			
Position Description: Accounting Technician			
Incumbent:			
Location: Public Works Operations			

GENERAL PURPOSE:

Under the direction of the Public Works Administrative Services Supervisor or designee, perform a variety of difficult and complex technical accounting tasks involved in the preparation and maintenance of financial and statistical records for Public Works Operations.

Work is characterized by a variety of difficult, complex and advanced level technical accounting record-keeping duties including, but not limited to, month end journal entries/billings and interfund requisitions. This position requires the incumbent to be able to comprehend, interpret and apply complex information relating to payroll, labor distributions, equipment distributions and fuel billing maintenance.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy. Incumbent may provide work direction and instruction to other accounting staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform payroll entry into the automated payroll management system for all divisions within Public Works Operations.

Review and verify labor distributions and equipment cost distribution for Public Works Operations and allocate appropriate costs by preparing month end journal entries.

Research, verify and reconcile the accuracy of semi-monthly time records and reports; and check detail reports making journal entry corrections as needed.

Reconcile month end journal entries and transfer charges to appropriate budgets.

Review work orders, calculate costs for labor, equipment, and materials used; and prepare interfund billings and account receivable invoices.

Responsible for payroll accounting functions including calculating adjustments to payroll and verifying accuracy of payroll data entry.

Research, assemble, post and maintain financial and statistical data, records and reports including, but not limited to, labor distribution, fleet cost distribution and fuel cost distribution.

Respond to questions regarding employee time entries, leave banks, benefits records and related information.

Prepare and maintain a variety of financial, payroll and benefits records, reports, data, files and correspondence.

Obtain and/or create forms used for accounting records and payroll documents; and obtain and maintain reference files and source documents from other City departments.

Provide technical expertise and assistance to other accounting staff as assigned; resolve problems, provide information and explain procedures.

Review and monitor purchase orders and expenses codes.

Perform special projects including, but not limited to, preparation of financial records necessary for reimbursement from Federal Emergency Management Agency (FEMA) as assigned.

Provide back up office support for vacations and absences as needed.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform other related duties as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances
- Municipal accounting system procedures
- Accounting principles, practices, and procedures
- Methods, procedures and terms used in type of accounts assigned
- Computerized payroll and accounting systems
- Principles and practices of governmental accounting and bookkeeping procedures and practices
- Financial and statistical record-keeping techniques
- Research and analytical methods, practices and procedures
- Technical aspects of field of specialty
- Modern office practices, procedures, and equipment including computers and related software such as word processing and spreadsheet programs
- Correct usage of English grammar, spelling, punctuation and vocabulary

SKILLED IN:

- Using computer spreadsheets and databases for analysis and review of complex financial information
- Adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals; computing rate, ratio, and percent; performing complex payroll related calculations in accordance with applicable rules and standards
- Using interpersonal skills effectively in a tactful, patient, and courteous manner
- Communicating effectively both orally and in writing

ABILITY TO:

- Read, comprehend, apply and explain appropriate accounting rules and regulation, instructions, and procedure manuals, governmental regulations, City policies and procedures, and various labor contracts
- Work confidentially with discretion
- Apply bookkeeping and financial record-keeping principles to the accurate maintenance of complex financial and accounting records
- Process financial documents rapidly and accurately
- Prepare, proofread and edit reports, correspondence, and internal procedure manuals
- Maintain confidentiality of information and records
- Maintain records, reports and data
- Use proper telephone etiquette and techniques to properly assist a diverse assortment of inquiries and persons
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action

- Deal with problems involving several variables in standardized situations
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Organize and prioritize work assignments to meet schedules and time lines
- Complete work with many interruptions
- Speak effectively to present information and respond to questions in one-on-one situations, to small groups of employees, and to managers
- Research, and ensure accuracy of accounting data for the department
- Deal with problems involving several variables in situations where only limited standardization exists

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school supplemented by two (2) years of college

level course work or training in business, bookkeeping, accounting, or a

related field; and

Experience: Three (3) years of increasingly responsible accounting, bookkeeping, or

related experience involving the processing and maintenance of complex financial and statistical records, including at least one (1) year of

specialized financial experience in payroll.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience, which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State Driver's License

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software including spreadsheet, word processing software and an automated payroll and financial system, telephone, fax machine, copy machine, calculator, projector, and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and work on a computer for extended periods of time; use hands to finger, handle, or feel; and talk and hear normally with or without mechanical assistance. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment. While performing the duties of this position, the incumbent is subject to multiple interruptions by telephones and walk-ins by employees and inter-office activities and may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director/De	esignee Date

** Note: This document will be reviewed and updated annually at the time of the

employee's performance appraisal; when this position becomes vacant; or, if the duties of

this position are changed significantly.

Revised: 10/22/02

SIGNATURES: